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Bureau of Special Education FY'11 Memo #21

Date: March 16, 2011

To: Superintendents of Schools
Directors of Special Education

From: Office of the Commissioner of Education

Division of Instruction
Bureau of Special Education

RE: *SPP/APR Timeliness of Early Transitions 2010-2011*

The New Hampshire Department of Education, Bureau of Special Education, is developing the FFY 2010 Annual Performance Report (APR) for Indicator 12: Early Transitions from Part C Family-Centered Early Supports & Services (ESS) to Part B Special Education. **Districts must provide the Bureau with the completed EXCEL spreadsheet regarding children who have been referred from ESS to special education by Friday, April 1, 2011. For purposes of this desk audit, the State will be reviewing data on children who were referred from ESS to your district with a date-of-birth from July 1, 2007 through October 31, 2007, inclusive.** This data will be used to generate State and district compliance with Indicator 12. The data will be used in the calculation for District Data Profiles and will be used as a factor in the determination of a district's implementation of IDEA. Please send an e-mail to Elaine Hennessy at ehennessy@ed.state.nh.us once the data file is posted on NHSEIS.

Password Protected Excel File

In order to assist districts with this data requirement, the Bureau will upload to NHSEIS password protected files within two (2) working days of releasing this memo. A message will be posted on the NHSEIS Main Page once the files have been posted. The file will be on your district's NHSEIS Main Page in the section titled, "Files Available for On-Line Viewing/Printing." The name of the file will include your SAU#, District Name, and Indicator 12. This file does not contain data. Districts must insert the data and send to the NHDOE.

Districts that are the district of liability for preschoolers with disabilities but who had no early transitions during the reporting period *must* indicate on the file that there were no early transitions. Districts that are not the district of liability for preschoolers with disabilities (high school only districts) will not have a file posted. There should only be one file provided to the Bureau for each district.

Directions for Password Protected File

- 1) Save and Download the File
 - a. Right click on the file and select "Save target as"
 - b. Select the location where you want the file saved
 - c. Click "Save"

2) Access the File

- a. Open the file
- b. Enter your case-sensitive password at the prompt. You previously received an e-mail from Terry Hersh issuing Special Education administrators a password. That is the password for this file too. If you have trouble with your password, e-mail Elaine at ehennessy@ed.state.nh.us.
- c. Enter the same password at the second prompt for write access. This will allow you to add information to the file.

3) Complete the Data

- a. The Special Education Administrator should verify the data are complete and accurate before providing the data to the State.

4) Save and Upload the File

- a. The file type is Excel version 97-2003 (.xls). It is important that the **file type not be converted, (NHSEIS does not recognize .xlsx)**;
- b. Save the file;
- c. Go to NHSEIS Main Page;
- d. Scroll down and click on the "Upload File" button;
- e. Click the "Browse" button;
- f. Select and double click on the file;
- g. The file will appear in the upload box;
- h. Scroll down and click the "Upload File" button;
- i. The file should now appear in your "Files available On-line for Viewing/Printing" list.

Information on Required Data

Include data on all children who were referred from ESS to your district with a date-of-birth from **July 1, 2007 through October 31, 2007.**

Be sure all data fields are complete and accurate. The Bureau may contact you if there are missing data elements or other data anomalies. It is the district's responsibility to ensure data quality. The Bureau will be verifying data in NHSEIS. Be sure data entered into NHSEIS are also complete, accurate and consistent with the data provided in the Excel file. DO NOT change the columns in the excel file labeled "Formula." You may insert more rows if you need them.

I. Contact Information

- a. Include name, position and contact information of the person who completed the form.
- b. Data should be verified for completeness and accuracy by the Special Education Administrator prior to submitting to the Department.

II. Children referred to Part C (ESS) less than 90 days before their third birthday:

- a. Include children who were referred to ESS less than 90 days before their third birthday;
- b. This does NOT include children referred late to special education;
- c. Any child who meets these criteria will be counted towards the districts compliance.

III. Children Referred from ESS and Evaluated: Found *Not* Eligible for Special Education:

- a. Data on inactive children are matched in NHSEIS by going to:
 - i. School System
 - ii. Inactive (name of student)
 - iii. Exit reason: Referred and Evaluated, Not Found Eligible
 - iv. History
 - v. Date of Birth
 - vi. Student ID
 - vii. Non-Eligibility Determination Event Date

- b. The Bureau has provided a formula to calculate if the eligibility was determined *prior* to the child's third birthday. Once the *Date of Birth* and the *Non-Eligibility Determination Date* have been entered, the formula will automatically perform the calculation. If the result is "0" or less, the district is in compliance for that child.
- c. If eligibility was not determined prior to the child's third birthday (results are greater than "0"), please provide the reason for the delay so the Bureau can determine if there was a valid reason for the delay. These data are not collected in NHSEIS.

IV. Children Referred from ESS and Evaluated: Found Eligible for Special Education

- a. Data on active children are matched in NHSEIS on the Student Information Page and the Student History: IEP Details.
- b. The Bureau has provided a formula to calculate if the IEP was fully developed and implemented *by* the child's third birthday. Once the *Date of Birth* and the *IEP Parent Response Signature Date* have been entered, the formula will automatically perform the calculation. If the result is "0" or less, the district is in compliance for that child.
- c. If the IEP was not fully developed by the child's third birthday (results are greater than "0"), please provide the reason for the delay so the Bureau can determine if there was a valid reason for the delay. This data is not collected in NHSEIS.

If you would like further clarification and/or have questions, please contact Ruth Littlefield at 271-2178 or rlittlefield@ed.state.nh.us with a subject line that includes the words **Early Transitions 2010-2011 and your district name**. You may also contact the Supporting Successful Early Childhood Transitions (SSECT) staff, Michelle Lewis or Jennifer Cuhna at 224-7005 if you would like additional assistance.